CONNECTICUT DISTANCE LEARNING CONSORTIUM
JOB OPPORTUNITY
COURSE DEVELOPER (PT)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 85 Paul J. Manafort Drive, New Britain, CT 06053

Hours: Part Time

Salary: $27.98/ hr. 20hrs/wk

Closing Date: February 9, 2015

General Knowledge:
Supporting faculty in the use of online learning tools. Developing and editing multimedia resources used in online courses. Reporting information regarding completion of course developments, etc. Maintaining current knowledge of best practices for development online courses. Completing task related to term course copying, fixing broken links, etc. Assist with new course developments. Other duties as assigned. Proficiency with learning management systems, web and graphic design tools and course authoring tools. Experience with current web technologies, web programming, and multimedia applications a plus. Demonstrated proficiency implementing usability/accessibility requirements such as ADA/Section 508.

Preferred Skills and Ability:
Qualifications include demonstrated proficiency with learning management systems, web and graphic design tools and course authoring tools. Experience with current web technologies, web programming, and multimedia applications a plus.

Special Knowledge:
Demonstrated proficiency implementing usability/accessibility requirements such as ADA/Section 508.

Position Summary:
The Course Developer reports to the Associate Director, Instructional Designer II. He/She collaborates with the instructional design team to build courses in the College's LMS and to make appropriate recommendations regarding best practices and quality standards for content delivery for online courses. In addition, the Course Developer delivers training and supports instructors in the use of various learning management systems.

Substitution Allowed:
The degree requirements can be waived for additional experience. Qualifications include demonstrated proficiency with learning management systems, web and graphic design tools and course authoring tools.

Eligibility Requirement:
Bachelor's Degree in Computer Science, Curriculum and Design or a related field of study and one year of equivalent experience; or an Associate's Degree in the same areas with three years of equivalent experience is required. Qualifications include demonstrated proficiency with learning management systems, web and graphic design tools and course authoring tools. Excellent command of oral, written, and interpersonal communication skills, as well as the ability to work collaboratively and independently required.

Application Instructions:
Interested and qualified candidates who meet the above requirements should submit a cover letter and resume by February 16, 2015 at http://www.charteroak.edu/AboutUs/Employment. No phone calls please.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.